

General Services Administration  
Federal Supply Service  
Terms and Conditions and  
Authorized Federal Supply Schedule Price List

**Federal Supply Schedule 036** - Office Imaging and Document Solutions.

**Contract Number:** GS-25F-0007R

**Contract Period:** February 3, 2015 – February 2,, 2020

**Current GSA Price List:** DSI Price List: February 2015

**Contractor's Information**

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**Sales**

**Name:** Document Systems, Incorporated  
Joel Limerick  
333 Hawaii Ave, NE  
Washington, DC 20003  
**Phone:** 202-466-8383  
**Email:** [jlimerick@docsysinc.com](mailto:jlimerick@docsysinc.com)  
**Website** [www.docsysinc.com](http://www.docsysinc.com)  
**Business Type:** Small Business, Hubzone Business

**Contract Administration:**

Joel Limerick, President  
333 Hawaii Ave, NE  
Washington, DC 20003  
**Phone:** 202-466-8383 **Fax:** 202-719-9256  
[jlimerick@docsysinc.com](mailto:jlimerick@docsysinc.com)  
**DUNS Number:** 780573291

**Services Offered**

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Awarded Special Item Numbers: 51-501, 51-504, 51-505, 51-506, 51-508, 51-509

SIN	TITLE
	<b>DOCUMENT MANAGEMENT SERVICES</b>
51 501	Needs Assessment and Analysis Services (NAAS)
51 504	Records Management Services (RMS) <ul style="list-style-type: none"><li>• File Organization and File Maintenance Services (FOMS)</li></ul>
51 505	Document Production Services Onsite/Offsite (DPS)
51 506	Document Conversion Services (DCS)
51 508	Litigation Support Services (LSS)
51 509	Network Connectivity Support Services (NCSS)

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**Terms and Conditions**

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| 1. Discount For SINS 51-505 and 51-506 for Items based on Commercial Price List: Document Systems Offers a discount of 21% off of the commercial price list as dated January 1, 2004 as submitted in the price list section of our GSA proposal. | 9. Time of Delivery: Will be based on Task order specifications and individual project schedules.  |
| 2. The Industrial Funding fee of .75% is included in the government discounted price.  | 10. Commercial Warranty: Work performed under this contract will be performed in a professional, courteous manner according to the scope of services defined in the individual task order agreement, and Warranted for a period of 30 days from completion of subject task order.                                    |
| 3. Minimum Order Acceptable: \$100.00 per Special Item Number.   | 11. Warranty Provision: Services provided that are based on the Commercial Price List will carry a warranty of 90 days on the quality of images and supplied data. Images or data not meeting the specification of the subject task order will be replaced at no cost to the Government during this warranty period. |
| 4. Maximum Order for \$1,000,000 per Special Item Number.  | 12. Government Commercial Credit Card will be accepted for purchases under \$2,500.00.   |
| 5. Quantity Discount: See Pricing Schedule for discount rates based on volume.   | 13. Government Purchase Cards accepted at or below the micro-purchase threshold: Yes.  |
| 6. Prompt Payment Discount: 1% Net 15 Discounts are based on payment of Invoices Net 15 days from date of invoice.   | 14. Ordering address: Same as contractor   |
| 7. Geographic Coverage: Washington D.C. and the 48 contiguous states   | 15. Payment Address: Same as contractor  |
| 8. All Prices are FOB Destination: Washington Metropolitan Area including Maryland, Virginia and the District of Columbia.   |  |

GSA Contract Pricing:

## SERVICES PROVIDED ON A PER UNIT BASIS

Description	Government		Commercial		Government Discount %
	Unit/Quantity	Price	Unit/Quantity2	Price	
Preparation of Document For scanning	1-50,000 pgs.	\$0.05	1-50,000 pgs.	\$0.08	35%
	50,000 to 250,000 pages	\$0.05	50,000 to 250,000 pages	\$0.07	35%
	250,000 to 1 Million pgs	\$0.04	250,000 to 1 Million pgs	\$0.07	35%
	Over 1 Million pgs.	\$0.04	Over 1 Million pgs.	\$0.06	35%
Hand Numbering of Documents (Bates Stamping)	1-50,000 pgs.	\$0.03	1-50,000 pgs.	\$0.05	35%
	50,000 to 250,000 pages	\$0.03	50,000 to 250,000 pages	\$0.05	35%
	250,000 to 1 Million pgs	\$0.03	250,000 to 1 Million pgs	\$0.04	35%
	Over 1 Million pgs.	\$0.03	Over 1 Million pgs.	\$0.04	35%
Scan Document to 200 DPI Tiff Image	1-50,000 Images	\$0.21	1-50,000 Images	\$0.32	35%
	50,000 to 250,000 Imgs.	\$0.19	50,000 to 250,000 Imgs.	\$0.29	35%
	250,000 to 1 Million pgs	\$0.17	250,000 to 1 Million pgs	\$0.26	35%
	Over 1 Million Images	\$0.15	Over 1 Million Images	\$0.23	35%
Scan Document to 300 DPI Tiff Image	1-50,000 Images	\$0.23	1-50,000 Images	\$0.36	35%
	50,000 to 250,000 Imgs.	\$0.21	50,000 to 250,000 Imgs.	\$0.32	35%
	250,000 to 1 Million pgs	\$0.19	250,000 to 1 Million pgs	\$0.29	35%
	Over 1 Million Images	\$0.17	Over 1 Million Images	\$0.26	35%
Convert Raster Tiff image to PDF Format Image Only	1-50,000 Images	\$0.10	1-50,000 Images	\$0.15	35%
	50,000 to 250,000 Imgs.	\$0.09	50,000 to 250,000 Imgs.	\$0.14	35%
	250,000 to 1 Million pgs	\$0.08	250,000 to 1 Million pgs	\$0.12	35%
	Over 1 Million Images	\$0.07	Over 1 Million Images	\$0.11	35%
Scan "C" Size Drawing to 200 DPI tiff Image	1-50,000 Images	\$0.85	1-50,000 Images	\$4.25	80%
	50,000 to 250,000 Imgs.	\$0.77	50,000 to 250,000 Imgs.	\$3.83	80%
	250,000 to 1 Million pgs	\$0.69	250,000 to 1 Million pgs	\$3.44	80%
	Over 1 Million Images	\$0.62	Over 1 Million Images	\$3.10	80%
Scan "C" Size Drawing to 300 DPI tiff Image	1-50,000 Images	\$0.97	1-50,000 Images	\$4.85	80%
	50,000 to 250,000 Imgs.	\$0.87	50,000 to 250,000 Imgs.	\$4.37	80%
	250,000 to 1 Million pgs	\$0.79	250,000 to 1 Million pgs	\$3.93	80%
	Over 1 Million Images	\$0.71	Over 1 Million Images	\$3.54	80%
Scan "C" Size Drawing to 400 DPI tiff Image	1-50,000 Images	\$1.10	1-50,000 Images	\$5.50	80%
	50,000 to 250,000 Imgs.	\$0.99	50,000 to 250,000 Imgs.	\$4.95	80%
	250,000 to 1 Million pgs	\$0.89	250,000 to 1 Million pgs	\$4.46	80%
	Over 1 Million Images	\$0.80	Over 1 Million Images	\$4.01	80%
Scan "D" Size Drawing to 200 DPI tiff Image	1-50,000 Images	\$0.97	1-50,000 Images	\$4.85	80%
	50,000 to 250,000 Imgs.	\$0.87	50,000 to 250,000 Imgs.	\$4.37	80%
	250,000 to 1 Million pgs	\$0.79	250,000 to 1 Million pgs	\$3.93	80%
	Over 1 Million Images	\$0.71	Over 1 Million Images	\$3.54	80%
Scan "D" Size Drawing to 300 DPI tiff Image	1-50,000 Images	\$1.10	1-50,000 Images	\$5.50	80%

	50,000 to 250,000 Imgs.	\$0.99	50,000 to 250,000 Imgs.	\$4.95	80%
	250,000 to 1 Million pgs	\$0.89	250,000 to 1 Million pgs	\$4.46	80%
	Over 1 Million Images	\$0.80	Over 1 Million Images	\$4.01	80%
Scan "D" Size Drawing to 400 DPI tiff Image	1-50,000 Images	\$1.21	1-50,000 Images	\$6.05	80%
	50,000 to 250,000 Imgs.	\$1.09	50,000 to 250,000 Imgs.	\$5.45	80%
	250,000 to 1 Million pgs	\$0.98	250,000 to 1 Million pgs	\$4.90	80%
	Over 1 Million Images	\$0.88	Over 1 Million Images	\$4.41	80%
Scan "E" Size Drawing to 200 DPI tiff Image	1-50,000 Images	\$1.10	1-50,000 Images	\$5.50	80%
	50,000 to 250,000 Imgs.	\$0.99	50,000 to 250,000 Imgs.	\$4.95	80%
	250,000 to 1 Million pgs	\$0.89	250,000 to 1 Million pgs	\$4.46	80%
	Over 1 Million Images	\$0.80	Over 1 Million Images	\$4.01	80%
Scan "E" Size Drawing to 300 DPI tiff Image	1-50,000 Images	\$1.22	1-50,000 Images	\$6.10	80%
	50,000 to 250,000 Imgs.	\$1.10	50,000 to 250,000 Imgs.	\$5.49	80%
	250,000 to 1 Million pgs	\$0.99	250,000 to 1 Million pgs	\$4.94	80%
	Over 1 Million Images	\$0.89	Over 1 Million Images	\$4.45	80%
Scan "E" Size Drawing to 400 DPI tiff Image	1-50,000 Images	\$1.34	1-50,000 Images	\$6.71	80%
	50,000 to 250,000 Imgs.	\$1.21	50,000 to 250,000 Imgs.	\$6.04	80%
	250,000 to 1 Million pgs	\$1.09	250,000 to 1 Million pgs	\$5.44	80%
	Over 1 Million Images	\$0.98	Over 1 Million Images	\$4.89	80%
High Resolution Color Scanning to .JPG Format "C" Size Document 24 Bit Color	1-50,000 Images	\$1.94	1-50,000 Images	\$9.70	80%
	50,000 to 250,000 Imgs.	\$1.75	50,000 to 250,000 Imgs.	\$8.73	80%
	250,000 to 1 Million pgs	\$1.57	250,000 to 1 Million pgs	\$7.86	80%
	Over 1 Million Images	\$1.41	Over 1 Million Images	\$7.07	80%
High Resolution Color Scanning to .JPG Format "D" Size Document 24 Bit Color	1-50,000 Images	\$2.20	1-50,000 Images	\$11.00	80%
	50,000 to 250,000 Imgs.	\$1.98	50,000 to 250,000 Imgs.	\$9.90	80%
	250,000 to 1 Million pgs	\$1.78	250,000 to 1 Million pgs	\$8.91	80%
	Over 1 Million Images	\$1.60	Over 1 Million Images	\$8.02	80%
High Resolution Color Scanning to .JPG Format "E" Size Document 24 Bit Color Using Sheet Fed Scanner	1-50,000 Images	\$2.44	1-50,000 Images	\$12.20	80%
	50,000 to 250,000 Imgs.	\$2.20	50,000 to 250,000 Imgs.	\$10.98	80%
	250,000 to 1 Million pgs	\$1.98	250,000 to 1 Million pgs	\$9.88	80%
	Over 1 Million Images	\$1.78	Over 1 Million Images	\$8.89	80%
High Resolution Color Scanning to .JPG Format "C" Size Document 24 Bit Color Using Flat Bed Scanner for Bound Books	1-50,000 Images	\$3.88	1-50,000 Images	\$19.40	80%
	50,000 to 250,000 Imgs.	\$3.49	50,000 to 250,000 Imgs.	\$17.46	80%
	250,000 to 1 Million pgs	\$3.14	250,000 to 1 Million pgs	\$15.71	80%
	Over 1 Million Images	\$2.83	Over 1 Million Images	\$14.14	80%
High Resolution Color Scanning to .JPG Format "D" Size Document 24 Bit Color Using Flat Bed Scanner for Bound Books	1-50,000 Images	\$4.40	1-50,000 Images	\$22.00	80%
	50,000 to 250,000 Imgs.	\$3.96	50,000 to 250,000 Imgs.	\$19.80	80%

High Resolution Color Scanning to .JPG Format "E" Size Document 24 Bit Color Using Sheet Fed Scanner	250,000 to 1 Million pgs	\$3.56	250,000 to 1 Million pgs	\$17.82	80%
	Over 1 Million Images	\$3.21	Over 1 Million Images	\$16.04	80%
	1-50,000 Images	\$4.88	1-50,000 Images	\$24.40	80%
	50,000 to 250,000 Imgs.	\$4.39	50,000 to 250,000 Imgs.	\$21.96	80%
	250,000 to 1 Million pgs	\$3.95	250,000 to 1 Million pgs	\$19.76	80%
	Over 1 Million Img.	\$3.56	Over 1 Million Img.	\$17.79	80%

## LABOR CATEGORY SERVICES

Commercial Price List Labor Category	Commercial Price List	GSA Discount	GSA Rate	2/1/15 - 1/31/20
Application Engineer – Level I	\$68.11	5%	\$64.70	\$64.70
Application Engineer – Level II	\$81.37	5%	\$77.30	\$77.30
Application Programmer – Level I	\$68.11	5%	\$64.70	\$64.70
Application Programmer – Level II	\$81.34	5%	\$77.27	\$77.27
Applications Programmer – Level III	\$92.92	5%	\$88.27	\$88.27
Application Systems Analyst	\$79.77	5%	\$75.78	\$75.78
Business Analyst – Level I	\$67.68	5%	\$64.30	\$64.30
Business Analyst – Level II	\$85.19	5%	\$80.93	\$80.93
Business Analyst – Level III	\$98.67	5%	\$93.74	\$93.74
Business Process Reengineering Specialist – Level I	\$67.68	5%	\$64.30	\$64.30
Business Process Reengineering Specialist – Level II	\$85.19	5%	\$80.93	\$80.93
Business Process Reengineering Specialist – Level III	\$98.67	5%	\$93.74	\$93.74
Clerk II	\$33.06	21%	\$26.12	\$26.12
Clerk IV	\$51.86	21%	\$40.97	\$40.97
Computer Systems Analyst – Level I	\$67.17	5%	\$63.81	\$63.81
Computer Systems Analyst – Level II	\$79.77	5%	\$75.78	\$75.78
Computer Systems Analyst – Level III	\$92.30	5%	\$87.69	\$87.69
Configuration Management Specialist	\$85.19	5%	\$80.93	\$80.93
Database Management Specialist – Level I	\$70.75	5%	\$67.21	\$67.21
Database Management Specialist – Level II	\$96.49	10%	\$86.84	\$86.84
Database Management Specialist – Level III	\$112.00	5%	\$106.40	\$106.40
Data Warehousing Administrator	\$65.97	5%	\$62.67	\$62.67
Data Warehouse Analyst	\$87.21	5%	\$82.85	\$82.85
Data Warehouse Programmer	\$89.85	5%	\$85.36	\$85.36
Document Preparation Clerk	\$31.00	21%	\$24.49	\$24.49
Facilitator	\$86.14	5%	\$81.83	\$81.83
Help Desk Manager	\$83.21	25%	\$62.41	\$62.41
Help Desk Specialist	\$56.69	5%	\$53.86	\$53.86
Information Systems Training Specialist	\$72.75	5%	\$69.11	\$69.11
Program Manager	\$105.05	13%	\$91.39	\$91.39

Project Leader	\$135.00	5%	\$128.25	\$128.25
Project Manager – Level I	\$86.14	5%	\$81.83	\$81.83
Project Manager – Level II	\$105.05	5%	\$99.80	\$99.80
Project Manager – Level III	\$122.22	5%	\$116.11	\$116.11
Quality Assurance Analyst	\$79.95	5%	\$75.95	\$75.95
Quality Assurance Manager	\$102.74	5%	\$97.60	\$97.60
Quality Assurance Specialist	\$81.43	5%	\$77.36	\$77.36
Records Management Specialist	\$65.97	5%	\$62.67	\$62.67
Subject Matter Expert – Level I	\$88.65	5%	\$84.22	\$84.22
Subject Matter Expert	\$108.47	0%	\$108.47	\$108.47
Subject Matter Expert – Level III	\$123.75	1%	\$121.99	\$121.99
System Administrator – Level I	\$64.40	5%	\$61.18	\$61.18
System Administrator – Level II	\$82.61	5%	\$78.48	\$78.48
System Administrator – Level III	\$96.87	5%	\$92.03	\$92.03
Systems Architect – Level I	\$67.17	5%	\$63.81	\$63.81
Systems Architect – Level II	\$79.77	5%	\$75.78	\$75.78
Technical Writer/Editor – Level I	\$60.38	16%	\$50.72	\$50.72
Technical Writer/Editor – Level II	\$76.30	5%	\$72.49	\$72.49
Technical Writer/Editor – Level III	\$87.70	5%	\$83.32	\$83.32
Test Engineer	\$85.63	5%	\$81.35	\$81.35
Training Manager	\$92.41	5%	\$87.79	\$87.79
Training Specialist – Level I	\$54.07	5%	\$51.37	\$51.37
Training Specialist – Level II	\$72.75	5%	\$69.11	\$69.11